CalJOBS Help Sheet #1

How to Access and Navigate the CalJOBS System

Prepared by: Research and Statistics Division

How to Access CalJOBS

This section describes how to get started with logging into CalJOBS system with staff and employer access, and how to navigate the homepage.

Staff Access:

1. To log into the system, go to *https://www.caljobs.ca.gov* using your internet browser.

2. Enter your Username and Password, and click Sign in.

    > Note: All staff members should have accounts set up by the County Management Information (MIS) System Administration. If you do not have an account set up already, contact the CalJOBS Tech Support Team at *CalJOBStechsupport@css.lacounty.gov* to receive your username and temporary password.

3. If you are a new staff member, CalJOBS Tech Support Team will provide you with your username and a temporary password.

    > Note: your username will be under the convention of "LAO" followed by the first initial of your first name and your full last name. For example, John Doe "LAOJDOE". You will then be assigned with a temporary password as, "Password1@" (case sensitive).

4. Once you log into the system using the temporary password, you will be asked to reset a unique password.

> *Note: Your password will need to consist the following: 8-20 characters, must indicate at least one uppercase letter and one lowercase letter, one number and one special character such as (!),(@),(#)($),(%),(^),(*),(.),(_) Example: Sample1!*
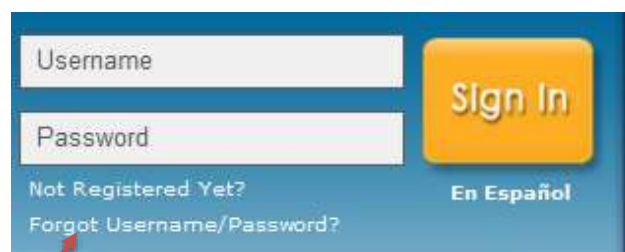
* New Password: [_____]   Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!),(@),(#),($),(%),(^),(*),(.),(_))

* Confirm Password: [_____]

Change Password

5. If you forgot your username and/or password, you must contact CalJOBS Tech Support Team at *CalJOBStechsupport@css.lacounty.gov* to reset your account.

6. CalJOBS Tech Support Team will reset your password using the default password as 'Password1@'. Once you receive your temporary password, you may follow the same process provided in step 4.

> *Note: only employers and job seekers that forgot their username and/or password may click on the "Forgot Username/Password?" link to reset their account.*

Username [_____]

Password [_____]

Sign In

Not Registered Yet?

Forgot Username/Password?

En Español

Navigation Menu:

7. Once you're logged into the system, you will see the Dashboard Widgets, also called "*My Staff Dashboard*" which is a quick visual access tool for staff to view common items through widgets as soon as they log in. These items provide information, such as *Active Case Load* (status of the individual or employer cases they are managing), *My Messages* (number of unread and read messages), *My Correspondence* (number of letters and correspondence created), *My Calendar* (number of new appointments and upcoming events), *Latest News and Announcements* (new announcements released from Employment Development Department), *My Report Indicators* (view your job placements and activities performed to assist individuals and employers), *Need Help or More Information* (staff resource center where staff can view training videos), *Labor Market Services* (displays links to commonly accessed labor market information) and lastly, *Surveys* (view all available system specific surveys).
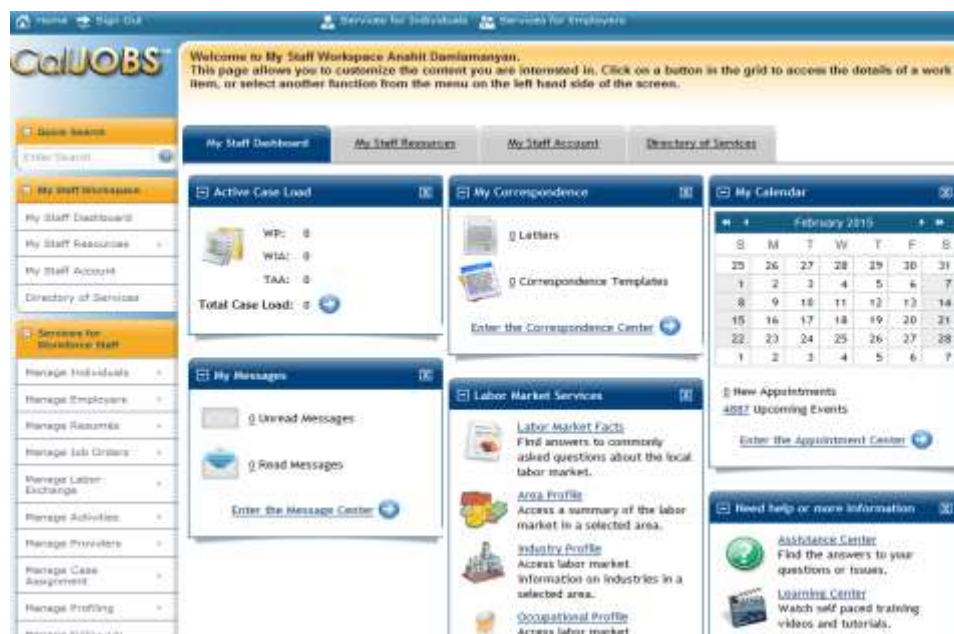

[Configure Dashboard Widgets]

Note: You may click on the "Configure Dashboard Widgets" link to display the widgets you'd like to see.

8. The left navigation menu will allow you to access any available services such as Quick Search, Staff Workspace, Services for Workforce Staff, Reports, Communications, Templates, Schedules, and Other Staff Services without having to navigate through multiple screens.
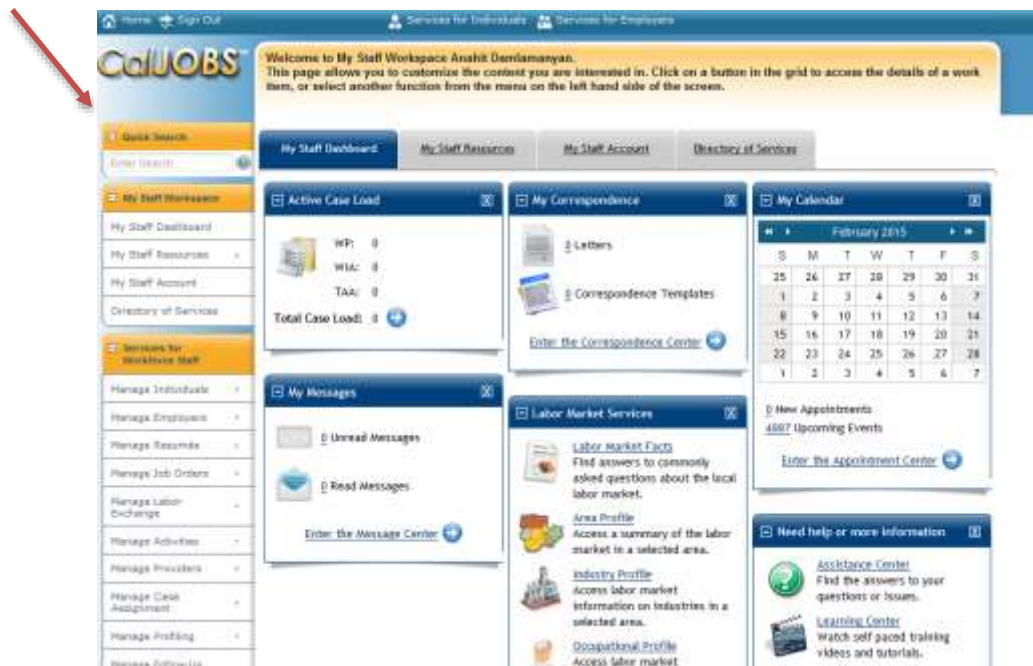
9. To access any staff resources such as, CalJOBS user guides, general information, policy and guidance information, and etc. go to the "Other Staff Services" tab of the navigation menu and click on "Staff Online Resources".
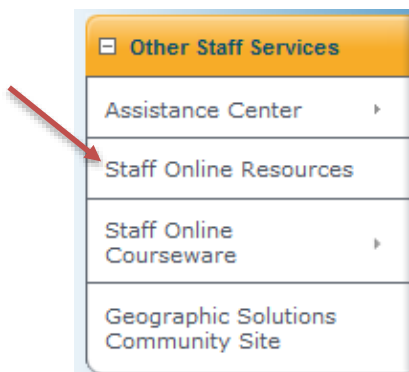
System Information

Guidance on how to perform specific functions within the system, including:

- User Guide for Individuals
- User Guide for Employers
- User Guide for Staff
- Cash Draw User Guide 14.0 - For Subgrantee Guide, see Chapters 7-10
- CalJOBS^{SM} Reference Tool: Cash Draw Local Subgrantees
- CA Reports Reference Tool 12.1
- Reports User Manual

Note: most commonly used guides are the "User Guide for staff" and "Reports User Manual